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**Child Abuse and Neglect Hotline: 800-800-5556**

Date: January 3, 2007  
To: All DCS Staff  
From: James W. Payne, Director  
Subject: Tablet PC Return Protocol  
DCS-07-03

The purpose of this letter is to inform you of the new protocol for the return of the Tablet PC when a DCS staff member leaves a county office and is no longer employed by DCS or transfers to another county. The following should occur with respect to the tablets:

- The employee should return all equipment to his/her immediate supervisor.
- The county supervisor or designee should then email Robert Johnson and Heidi Jordan that the person is no longer employed with the State. The email should include the county name and the name of the employee that is no longer employed.
- The county supervisor or designee should complete the Notification of Transferred Equipment-State Form 44129 as follows: The form is located on the DCS website.
  - Transferred From Office: Current County Office
  - Section: Child Welfare or ICWIS
  - Receiving Location Office: Central Office
  - Serial Number: Located on the back of the tablet and identified by HP SN. The state tag is located on the back left side of the tablet and will begin with either a 96 or 97 and is 7 numbers long. Note: the docking station does not have a state tag so it will be blank. The description for the tablet is HP Tablet 4200 and HP PA286A for the docking station. You must complete a line for both the Tablet PC and the docking station. The county supervisor or designee then signs and dates the "Received by" section at the bottom of the form.
- Notify the bookkeeper so that the county assets can be updated.
- Once the Notification of Transferred Equipment form is completed, the supervisor should contact their Regional Manager to arrange transfer of the equipment to Central Office.
- The Regional Manager will notify Robert and Heidi that they have equipment to be returned.



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- Regional Manager will bring all equipment to be returned to Indianapolis to their regularly scheduled Regional Managers meeting.
- The equipment will be picked up by either Robert or Heidi at the meeting.

In addition to the return of the Tablet, all of the equipment provided with the Tablet should be returned also. The following is a list of all other equipment that should be returned with the tablet:

- Docking station
- Power cord for the docking station
- Power cord for the Tablet PC
- Network cable
- Phone cable
- Car charger
- External DVD/CD player
- Stylus (pen to write on tablet)
- Lanyard (black string that attaches to the stylus)
- Tablet bag
- Stylus extra leads and lead charger

*Note: At no time should a county office allow another office person to use the Tablet PC. Tablets are assigned to be used only by family case managers and their supervisors. The Tablet PC's should also not be held in filing cabinets or stored in closets waiting for the next case manager to begin in the local office as they will be assigned and used during the first days of training.*

For employees who transfer to another county, the following procedures should be followed:

- The employee will take his/her Tablet and equipment along with the docking station to the new county. The old equipment if it was chosen to keep (example: monitor, mouse, and keyboard) will remain in the existing county.
- The employee should complete the Notification of Transferred Equipment -State Form 44129 according to directions above, with one exception. The employee that is taking the equipment signs and dates the "Received by" section and the county director from which the employee is transferring signs and dates the "Transferred from" section.
- The director of the county that the employee is transferring from should make a copy of the form and give it to the bookkeeper so that the equipment can be removed from the county assets.
- The employee who is transferring to the new county will take the original form to the new county.
- The director of the new county will sign and date the "Received by" section next to the employee's signature.
- Send a copy of the form to Heidi Jordan at 132 E. Washington Street, 8<sup>th</sup> floor; Indianapolis, IN 46204 the same day that the new employee starts in the new county so that Central Office and procurement can update their systems.



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- Give a copy to the county bookkeeper of the new county so assets can be maintained and updated.
- The employee will need to call the IOT helpdesk and have all files transferred and the tablet name changed to reflect the new county.

If there are any questions related to this protocol, please contact via email Robert Johnson IOT Manager or Heidi Jordan.



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